



news and information
for employees of the
city of Saint Paul

February 18, 2005

Microsoft Office Training
Black History Month

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Microsoft Office Training

Thanks to everyone who participated in the Microsoft Online Skills Assessment. Based on the assessment's results, three types of training will initially be offered through New Horizons: 1) Auditorium sessions which will provide a general overview of Microsoft Office 2003 and available resources for users, 2) On-site classes that will cover basic Word skills and compare/contrast Word with WordPerfect, and 3) On-site focused skill classes for various word processing functions such as creating tables, mail merges etc.

Three auditorium sessions are being scheduled in early March for users who have Microsoft Office 2003 already installed on their desktops. More auditorium sessions will follow as the installation process continues. Each auditorium session will last about two hours. The first three sessions will be held at the Court House, Phalen Club House and Public Works Dale Street. More information on the registration process and specific dates and times

will be coming soon.

The main focus of the initial training offerings is to acquaint users with Microsoft 2003 word processing capabilities so they can begin their conversion efforts. Conversion instructions and answers to frequently asked questions about Microsoft Word will soon be available on the intranet at the Microsoft 2003 Migration Project site, <http://spnet.ci.stpaul.mn.us/depts/ot/pm/projects/msoffice/>. Please visit this site regularly for the latest updates and information.

Additional E-learning and other class offerings will become available as the Microsoft 2003 Migration project moves forward. Specialized assistance is planned to help users with difficult macro conversions. Limited Excel training will also be offered. Moving to Microsoft can be a bit daunting. Please be assured that users will have sufficient time to convert their documents and macros before Corel is removed from the desktops.

Black History Month

Please join the City and County's annual Black History Month Celebration. The theme this year is Celebrating Black Women.

Date: Friday, February 25

Time: 12:00 - 1:30 p.m.

Location: Rooms 40A/B in the basement of City Hall

For more information, go to: Human Resources SPnet site, click on Training. While you are there, also check out For New Employees.

Lunch will be available for purchase, Catered by West Indies Soul.

Special Guest Speakers include: Debbie Montgomery - first Black female Council Member, first Black female officer, Saint Paul Police Department. Linda Finney - first Black female (and 1st female) Bureau of Criminal Apprehension Superintendent. Katie McWatt - first Black female to run for Saint Paul City Council.

City job openings as of February 18th, 2004

Application deadline	Job title	Bi-weekly or hourly salary rate	Exam date
02/24/05	Senior Zoo Keeper (prom)	\$1,899.42 bi-weekly	See Job Ann
03/04/05	Clerk-Typist II	\$1,000.44 bi-weekly	See Job Ann

Note: Call or visit the Office of Human Resources to receive the official job announcement for these positions. Location: 400 City Hall Annex. Phone: (651) 266-6500 or visit the web site: www.ci.stpaul.mn.us/jobopenings. For jobs announced after February 16, 2005, please call our 24-hour job line, (651) 266-6502.

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Places to go. Things to do.

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